

WINSLOW UNIFIED SCHOOL DISTRICT NO. 1 – POSITION DESCRIPTION

TITLE: CUSTODIAL SUPERVISOR

EMPLOYEE CLASSIFICATION: Exempt, Classified

MINIMUM QUALIFICATIONS:

- High School Diploma or GED
- Knowledge and custodial work experience and warehousing
- Valid Arizona driver's license
- Effective communication skills
- Basic computer skills

OVERVIEW OF JOB DESCRIPTION: To oversee and supervise custodial services and the district warehouse services.

PERFORMANCE RESPONSIBILITIES:

1. Follows local, state and federal law and adheres to State Department of Education and local school board policy.
2. Establishes and maintains good rapport with students, employees, and community.
3. Makes recommendations to administration on work to be performed by custodians and warehouse workers.
4. Maintains appropriate warehouse documentation records.
5. Receives merchandise from freight companies.
6. Pulls orders and stage for delivery to sites.
7. Locates purchase orders and stock on warehouse computerized system. Places inventory tags on all capital purchases and records appropriate information for fixed asset inventory data entry.
8. Supervises the delivery of purchased items.
9. Submits all appropriate related receiving information to accounts payable.
10. Subject to call outs during evenings, weekends or holidays.
11. Operates forklift, pallet jacks, and other warehouse equipment.
12. Oversees the stocking of merchandise on warehouse shelves.
13. Oversees the transfer, sort, distribution of U. S. mail and inter department mail and knowledge of current postal regulations and practices.
14. Provides direction of all custodians and warehouse worker
15. Assists with inventory of supplies and textbooks.
16. Assist in the selection, training, and evaluation of custodial and warehouse workers.
17. Assists principals in the preparation of work schedules for custodians.
18. Arranges for substitute custodial services.
19. Performs other job-related duties as assigned.

REPORTS TO: Superintendent

SUPERVISES: Custodians

TERMS OF EMPLOYMENT: Work year to be established by the Board. Salary is determined by individual training and experience level on approved salary schedule.

EVALUATION: Performance of this position will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

ADA ACCOMMODATIONS: Decisions regarding appropriate and reasonable accommodation(s) will be based upon the merits of each situation. The principal criteria will be that of effectiveness and safety.